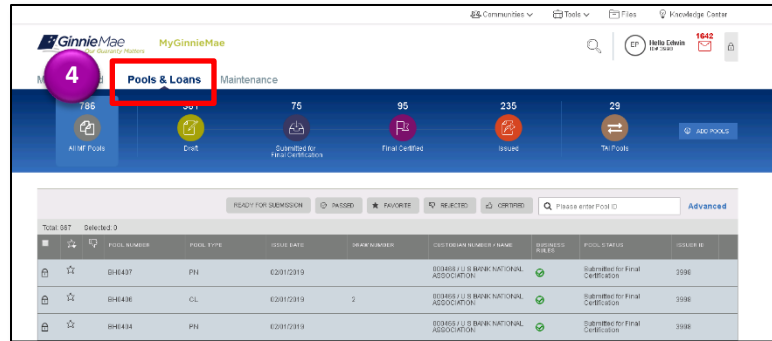


## CREATING A SUBMISSION TYPE 03 WITH A PROJECT LOAN SUBMISSION

1. Navigate to MyGinnieMae via <https://my.ginniemae.gov>.
2. Select **Login**.
3. Login with you MGM credentials.
4. Select the **Pools & Loans** tab to access the Pools & Loans Page.



The Pools & Loans Page will display.

5. Select the **Add Pools** button in the header.
6. Select the **Enter Manually** button.

The Pool Details Page will display.

7. Enter the **Pool Number**.

**NOTE: The Pool Number must be the next sequential Pool Number from the associated Construction Loan (CL/CS) pool.**

8. Select an **Issue Date** from the dropdown.
9. Select Pool Type **PN-Project Loan – Non-Level Payment**.
10. Select Submission Type **03-Project Loan Conversion**.
11. Enter the **Final Advance Amount**.

**NOTE: The final advance amount (form HUD-92403) of a construction loan pool (CL or CS) converting to a Project Loan pool (PN). This last advance, combined with the cumulative approved amount of the cross-referenced Construction Loan pool, must equal the Total Mortgage Amount of the pool (to date).**

12. Enter a **Pool Tax ID (9 digits)**.
13. Select a **Delivery Date** from the date calendar.

**NOTE:** The Delivery Date must be a valid business day, be greater than or equal to the current date and be within the month associated with the Issue Date.

**NOTE:** Clicking on the year located to the right of the month allows the user to scroll through/select an applicable year.

14. Enter a Security Interest Rate.

**NOTE:** Maximum value length is six including one decimal point.(e.g. 12.325%)

15. Select the **Change Mortgage Checkbox (optional)**.

**NOTE:** If you Select the Change Mortgage Amount Checkbox you must enter the Mortgage Amount, the P&I Amount, select an Approval Date and Enter a comment.

16. Select a **Maturity Date** from the date calendar (must be the 15<sup>th</sup> of the month).

17. Select a **Custodian Number/Name** from the dropdown.

18. Select a **Subservicer Number/Name** from the dropdown.

**NOTE:** If no Subservicers are listed, they can be added from the Maintenance screen.

19. Select **Yes** if this is a Transfer at Issuance (TAI) pool or leave the default of **No** if it is not.

**NOTE:** If Yes is selected, an Issuer Number/ Name transferee is required.

From the Escrow Accounts section:

20. Select the **Add** button.

21. Select an **ABA/ Federal Routing Number** from the dropdown.

22. Select an **Account Number** from the dropdown.

From the Subscriber section:

23. Select the **Add** button.

24. Select an **ABA Number/Deliver To** value from the dropdown.

25. Enter a **Description** (optional).

26. Enter a **Position (in\$)**.

From the Certification and Agreement –  
Form 11711B section:

27. Select an option:

- i. Any and all security agreements affecting the mortgages in the referenced pool or loan package are limited by a duly executed Release of Security Interest (form HUD-11711A), which has been delivered by the issuer to the designated document custodian and which provides that any interest of a secured party in and to the pooled mortgages shall lapse upon or prior to the delivery of securities backed by the referenced pool or loan package. Upon the delivery of securities, only Ginnie Mae will have any ownership interest in and to the pooled mortgages.
- ii. No mortgage in the referenced pool or loan package is now subject to any security agreement between the issuer and any creditor, and upon the release (delivery) of securities backed by the pool or loan package, only Ginnie Mae will have any ownership interest in and to the pooled mortgages.

**NOTE:** If the first option is selected, select **Yes** or **No** to identify if Form HUD-11711A has been forwarded to the Document Custodian.

28. Select the **Save** button.

29. Select the **Loans** tab from the Pool Details screen.

30. Select the **Add Loans** button from the All Loans screen.

31. Enter the **Issuer Loan Number** (must be 15 alphanumeric characters).

32. Select a **Mortgage Type** from the dropdown FHA or USDA).

33. Enter a **Mortgage Interest Rate**.

**NOTE:** Maximum value length is six including one decimal point.(e.g. 12.325%)

34. Select an **Approval Date**.

**NOTE:** Required if the difference between the Security Interest Rate and Mortgage Interest Rate exceed 50 basis points.

35. Enter an **Original Principal Balance**.

36. Enter an **Unpaid Balance**.

37. Enter a **Principal & Interest Amount**.

38. Enter a **Term of Mortgage** in years (optional).

39. Select a **First Pay Date** from the date calendar (must be the 1<sup>st</sup> of the month).

40. Select a **Last Pay Date** from the date calendar (must be the 1<sup>st</sup> of the month).

41. Select a **Loan Origination Date** from the date calendar.

42. Select a **Final Endorsement Date** from the date calendar.

43. Enter an **FHA/USDA Case Number**.

44. Select a **Loan Type Code** (FHA Multifamily or USDA Multifamily).

45. Select a **Section of the Act** from the dropdown.

46. Select an **Annex-Special Disclosures** value.

47. Select a **Non-Level Payment Schedule** section (if applicable).

48. Complete the **Modified Payment History** section (if applicable).

49. Complete the **Certify this Loan** section (if applicable).

50. Complete the **Mortgager Information** section.

51. Select the **Save** button.